



**PUBLIC SAFETY RETIREMENT SYSTEM  
CITY OF SURPRISE LOCAL BOARD – POLICE**  
Minutes, Wednesday, April 8, 2020  
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the PSPRS City of Surprise Police Board Meeting held at 9:41 a.m. Wednesday, April 8, 2020. The meeting was held in City Hall, Council Chambers. Due to COVID-19, the public was able to stream meeting live.

**A. Call To Order**

Chair Hall called meeting to order at 9:41 a.m.

**B. Roll Call:** Skip Hall, Chairperson – Present  
Chandler Brown, Citizen Board Member – Present  
James Conner, Citizen Board Member - Present  
Severin Hall, Police Department – Present (*absent during roll call*)  
Ian Murton, Police Department – Present

**In attendance:** Vicki Moss, Human Resources Manager  
Carrie O'Brien, Board Attorney (*conference bridge*)  
Ariana Reyna, Sr. Human Resources Analyst

**C. Pledge of Allegiance – Completed**

**D. Current events and reports** – Ariana Reyna addressed the Police Board to provide an update on Police Member Severin Hall's term. She stated that during the March 11, 2020 meeting Severin Hall brought to her attention that there was a discrepancy with his term as reflected in the City Clerk's website showing June 2020 expiration date. She informed the Board that in their packets, she included an attachment of a notification from the previous Board Secretary acknowledging that Police Board Member Severin Hall would serve a full four year term from July 1, 2019 - June 30, 2023. As background information, on April 24, 2019, the Board was presented with recommendations from Ryan Rapp & Underwood, PLC in addressing Board Member Terms of Office. The Police Board voted for Option #2 presented, which stipulates that the Board would be able to hold a future special election to adjust terms to conform to a 2 year staggered expiration date. With this option, at the discretion of the Board, Severin Hall would be able to extend his term for one year then go through a normal secret ballot election process at term expiration in June, 2024. Ariana Reyna will request for records to be updated with both City Clerk's Office and PSPRS.

**E. Staff Reports – None**

**F. Call to the Public – None**



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**Consent Agenda:**

- 1. Considerations and Actions pertaining to the review and approval of the March 11, 2020 PSPRS Local Police Board Meeting Minutes**

**Motion to Approve:** Chandler Brown  
**Second:** Ian Murton  
**Opposed:** None

**Regular Agenda:**

- 2. Considerations and Actions pertaining to the enrollment into the Deferred Retirement Option Plan (DROP) for Michael J. Donovan Jr. -**  
Vicki Moss addressed the Board and stated that Michael Donovan submitted his paperwork to enter DROP effective 04/18/2020. Mr. Donovan has been employed with the Surprise Police Department since 04/17/1995. As of his date of DROP, Mr. Donovan will have 25.008 years of credited service.

**Motion to Approve:** Ian Murton  
**Second:** Chandler Brown  
**Opposed:** None

- 3. Discussion and possible action on Board Secretary providing the Board with additional information for review of disabilities as discussed in previous meeting –** Ariana Reyna addressed the Board and mentioned that as stated in the Board's bylaws, specifically section G) 2) a) regarding the reexamination of disability recipients, it is stated that at the direction of the Chair, a Subcommittee of the two elected Members of the Local Police Board shall review the list of Members prepared and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Police Board. She explains that this was listed as an agenda item to acknowledge that this is a pending matter. Even though the Joint Board hasn't reconvened to vote on its Board Secretary, in preparation for this, she has been doing research on what was gathered in the past, been in contact with PSPRS and again, like the bylaws mention, at the direction of the Chair, can move forward with presenting the Subcommittee a list for review for a future meeting.

Vicki Moss states that this list has been in place since last June but there was missing information provided to the Board. There were some changes in staff so at this point we are having to start from scratch in gathering the information needed as we're unsure what was presented to the Board and what exactly

was missing. The Chair then gave directive to move forward with presenting this information to Subcommittee in future meeting.

#### **G. Other Business and Future Agenda Items**

##### **Discussion on upcoming term expiration for Citizen Board Member Jim Connor whose term is set to expire on June 30, 2020**

Ariana Reyna mentioned that she has been in contact with City Clerk regarding the reappointment process for citizen members per the City Code. Since as a City, there are many term expirations for other boards and commissions coming up for June 2020, the City Clerk has started this process during this month of April. City Clerk stated that she needs to be informed about members who wish to seek reappointment so that she can timely distribute and collect reappointment applications. Ariana Reyna then asked Citizen Board Member Jim Conner if he will be seeking reappointment with the PSPRS Board to which Jim Conner answered that he already received an application from the City Clerk's Office secretary. He already filled it out and sent it back to her.

##### **Discussion pertaining to establishing a process to review and approve Executive Session Meeting Minutes**

Ariana Reyna explained that during the March 11, 2020 Fire Board meeting, this process was inquired on. It was discussed that the Board could enter E-session to discuss previous meeting E-session minutes then exit E-session and approve minutes during public session. However, it's unclear on how the distribution of meeting minutes would take place. She questioned if Board members would get to see minutes prior to meeting or would this be reviewed for the first time and discussed during the following PSPRS Board meeting. Carrie O'Brien addressed the Board and explained that the Board has options which all comply to Open Meeting Law: one would be not to do anything with Executive Session meeting minutes just have the Board Secretary prepare meeting minutes. Second option would be to have the Board review those Executive Session meeting minutes in Executive Session then exit and approve those minutes during public meeting. A third option is what Chair Hall shared about Council's current procedure of councilmembers receiving an actual copy of the minutes and any corrections are sent back in writing. Chair Hall stated that they receive only a summary of what was discussed. Minutes are given to them in public meeting; they sign off on them and give back to clerk. Carrie O'Brien continues to clarify that there are two circumstances where the Board would have to disclose audio recording or provide Executive Session Meeting Minutes: in the event that Attorney General is

investigating Open Meeting Law complaint or a new Board Member wanted to review the work of the Board. The Board entered into discussion about retaining audio vs. maintaining meeting minutes. They also discussed options on distributing and approval of meeting minutes. The Board moved forward to provide a summary of the Executive Session Meeting Minutes but retaining the audio. It was decided that E-session Meeting Minutes would be distributed via (secure) email. Any corrections would have to be communicated to Board Secretary. At the public meeting, the only agenda item would be to approve Executive Session Meeting Minutes, no discussion.

**H. Executive Session – None.**

**I. Adjournment**

**Motion to adjourn at 10:00 a.m. – APPROVED -**

**Motion:** James Conner

**Second:** Chandler Brown

**Opposed:** None

**Meeting Minutes Approval:**



Skip Hall, Chair

**CERTIFICATION:**

I, Ariana Reyna, Sr. Human Resources Analyst – ADA & Leaves for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct minutes of the PSPRS Local Police Board Meeting of **Wednesday, April 8, 2020.**



Ariana Reyna, Human Resources